

Section 01321

CONSTRUCTION PHOTOGRAPHS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Photographic requirements for construction photographs and submittals.

1.02 DEFINITIONS

- A. Pre-construction Photographs: Photographs taken, in insufficient numbers and details, prior to Date to Commencement of the Work, to show original construction site conditions.
- B. Progress Photographs: Photographs, taken throughout the duration of construction at regular interval and from fixed vantage points, pre-approved by the City, that document progress of the Work.
- C. Finished Photographs: Photographs, taken by a professional photographer near Date of Substantial Completion and before City Council's acceptance of the Work, that are suitable for framing and for use in brochures or on the Internet.

1.03 SUBMITTALS

- A. Refer to Section 01330, Submittal Procedures, for submittal requirements.
- B. Format and Media. Film or digital photography may be used. Submit color photographs, unless otherwise specified.
 - 1. Prints. Submit each Progress or Pre-construction Photographs print in a three-hole plastic pocket or sleeve, bound in a three-ring notebook. Produce prints on photographic-quality paper approved by Project Manager. Minimum size for Pre-construction Photographs prints shall be 3-inches by 5-inches. Progress Photographs prints shall be 8-inches by 10-inches.
 - 2. Film. Use 35mm or larger color film. Submit negatives used to make submitted photographs, in 3-hole 8-1/2 inch by 11-inch plastic sheets with sleeves for negatives.

3. Digital Photography. Use 8.1 mega pixel density or greater for photographs. Scanned photographs must equal or exceed 400 dots per inch when scanned from 8-inch by 10-inch prints. Submit digital photographic files on computer disk. Format disks for MS-DOS (Microsoft Disk Operating Systems) filing system and in JPEG (Joint Photographic Expert Groups) format.
- C. Submittal Quantities and Frequencies.
1. Pre-construction Photographs:
 - a. For Stipulated Price Contracts, submit two sets of Pre-construction Photographs, if required, prior to first Application for Payment.
 - b. For Unit Price Contracts, submit two sets of Pre-construction Photographs prior to start of construction operations.
 2. Progress Photographs:
 - a. For Stipulated Price Contracts, submit three sets of Progress Photographs with each Application for Payment at the times established for submittal of Applications for Payment. Monthly Applications for Payments shall be deemed incomplete if not accompanied by the required Progress Photographs. Contractor's failure or election to not submit a monthly Application for Payment shall not affect the requirements for monthly Progress Photographs.
 - b. Progress Photographs are not required for Unit Price Contracts unless otherwise specified.
 3. Finished Photographs: For Stipulated Price Contracts submit two sets of Finished Photographs, if required, after Date of Substantial Completion and prior to final payment. Each set shall contain two 8-inch by 10-inch matte finish color photographic print from each of the two vantage points pre-approved by the City. Vantage points for Finished Photographs will be approved separately from vantage points approved for Progress Photographs. Finished Photographs are not required for Unit Price Contracts unless otherwise specified.

- D. Labeling. Place a label on the back of each photographic print, applied so as to no show through on the front. Labels shall contain the following information:
1. Name of Project, address of Project and GFS Number.
 2. Name and address of Contractor.
 3. Date photograph was taken.
 4. Location photo was taken from and short description of photo subject.
 5. Name and address of professional photographer who took the photograph, if applicable.
- E. Hand-deliver or transmit prints in standard photographic mailer marked "Photographs – Do Not Bend".
- F. Photographic prints, negatives, photographic files and disks become the property of the City. Do not publish photographs without written consent by the City.

1.04 QUALITY ASSURANCE

- A. Contractor shall be responsible for the quality of and timely execution and submittal of photographs.
- B. For Finished Photographs, Contractor shall use a professional photographer, with five years minimum professional experience in the Houston area. Contractor shall submit name, address and credentials of professional photographer for Project Manager's review and approval.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION

3.01 PRE-CONSTRUCTION PHOTOGRAPHS

- A. Prior to commencement of construction operations, photograph the site to include initial construction corridor, detour routes, and staging or storage areas.
 - 1. For Stipulated Price Contracts, unless specified as a requirement in other Sections, these photographs are optional for Contractor, but are highly recommended for areas bounded by other property owners.
 - 2. Pre-construction photographs are required for Unit Price Contracts. For line projects with schedule construction segments, take Pre-construction Photographs prior to commencement of work on each segment.
- B. Prepared Pre-construction Photographs as follows:
 - 1. Show the following information on a non-reflective chalk placed within the picture frame.
 - a. Job number
 - b. Project Number
 - c. Date and time photographs were taken (Automatic date/time in negative is acceptable)
 - d. Baseline station, direction of view (i.e. N, S, NW, etc.) and house number or street address and street name.
 - 2. Pre-construction Photographs shall indicate condition of the following:
 - a. Esplanades and boulevards
 - b. Yards (near side and far side of street)
 - c. House walks and sidewalks
 - d. Curbs
 - e. Areas between walks and curbs
 - f. Particular features (e.g. yard lights, shrubs, fences, trees)
 - 3. Show date photographs were taken on negatives.
- C. Show the location of vantage point and direction of shots on key plan of the site.

3.02 PROGRESS PHOTOGRAPHS

- A. Progress Photographs document monthly advancement of the Work. Select vantage points for each shot so as the best show status of construction and progress since last photograph submittal. Select camera stations that will require little or no movement or adjustments over the duration of construction.
- B. Take monthly Progress Photographs at regular interval to coincide with cutoff dates associated with each Application for Payment.

3.03 FINISHED PHOTOGRAPHS

- A. Finished Photographs shall be “staged” and taken by a Professional photographer to depict the most flattering images of a finished facility. Submit a variety of photographs depicting the scope of project on CD (compact disk) for selection. Two vantage points, from which Finished Photographs will be taken, shall be agreed to in advance by the City. Photographer shall consider lighting, time of day, height of eye, landscaping and placement of vehicles, people and other props in each picture. Filter and post-photography processing may be utilized to achieve a finished product acceptable to the City.
- B. Supply GSD with 3 disks containing the finished approved photographs referenced in Section 1.03 C.3- Submittals of this documents. All photographs should be a minimum of 400 dpi.

3.04 LOCATION

- A. Vantage points, times and conditions for camera stations and photography for Progress and Finished Photographs shall be mutually agreed upon by the City, Contractor and Photographer. Progress Photograph vantage points may be changed by mutual agreement as the Work progresses, at no additional cost to the City.

END OF SECTION